

TRANSPORTATION RISK ASSESSMENT GUIDELINES AND EXAMPLES

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised [regulation 101(1)]. This must include any risks associated with water-based activities.

Use the table below to identify and assess risks to the safety, health or wellbeing of children being transported, and specify how these risks will be managed and minimised [regulation 102C(1)].

Risk Assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Entering and exiting the parked vehicle from the FDC residence	Driveway Other cars	High	<p>Hold hands; move as a group.</p> <p>Encourage children to sit on grass/footpath, hold onto fence or touch car etc. while they are waiting to get into car.</p> <p>Educator to determine order of children entering the vehicle</p> <p>Educator to ensure each child in care is secured into their seat</p> <p>Children are not left unattended in the vehicle, educator must be within the vicinity of the vehicle for active supervision.</p> <p>Educator to count each child in care against attendance record</p>	Educator	For each trip
Vehicle Restraints	Appropriate restraint	Moderate	<p>Restraints to meet Australian Standard AS1754</p> <p>The infant/child restraint are in sound condition and fit for the purpose that the infant/child restraints were designed for.</p> <p>The infant/child restraint is secured using the appropriate seat belt path, as per the restraint's instructions and the seat belt has no twists or tangles</p>	Educator	For each trip

			<p>The seat belt buckle is connected</p> <p>The teether strap is attached to an appropriate anchor point and pulled taut and firm</p> <p>The harness of the infant/child restraint has no twists or tangles</p> <p>Please refer to manufactures guidelines or relevant authority e.g. QLD transport, Kidsafe</p> <p style="text-align: center;">Seat oldest/most mobile child into car first.</p>		
<p>Hot Vehicle Including heatwave</p>	Ventilation	Extreme	<p>Children are not left alone in a vehicle without educator supervision</p> <p>Lock car when not in use to prevent children playing inside.</p> <p>The temperature of the car is to be monitored upon entering and at all times after. Airconditioning is to be used to regulate temperature and windows should be closed unless being partially open for specific reasons i.e. to expel hot air, to expel odours.</p> <p>The educator maintains the ventilation that ensures the health, safety and wellbeing of children</p>	Educator	Always
<p>Exiting the parked vehicle at the FDC residence</p>	<p>Driveway</p> <p>Other cars</p>	High	<p>Educator to determine order of children exiting the vehicle. Educator to remove the children from the vehicle and encourage children to sit on grass/footpath, hold onto fence or touch car etc. while they are waiting for all children to get out of the vehicle.</p> <p>Before moving away from the vehicle, the Educator is to count each child in care against attendance record to ensure all children are accounted for. Educator is to complete a visual search of the vehicle to ensure no child is left behind.</p>	Educator	Each Trip

	Supervision/Head Count	Moderate	<p>Children to move as a group to inside the FDC residence</p> <p><u>If a child is unaccounted for</u>, the educator must immediately make all necessary enquiries to establish the child's whereabouts including physical searches of the vehicle and destination and if necessary, contact the child's family/authorised person, FDC Coordination Unit Office and/or police.</p>		
Projectiles and heavy objects inside vehicles	Child getting hurt	Low	Luggage, loose items and heavy objects are placed safely in boot or under seats	Educator	Always
Car Breakdown	No Airconditioning Being on the side of a road	Low	<p>Call FDC office</p> <p>Educator to have emergency contact numbers for all children</p>	Educator	Always
Car door	Child's fingers may get caught	Low	Children do not open and shut doors unless they are instructed to do so	Educator	Always
If a child becomes unwell or is injured during the journey	The child will be sick or injured	Low	<p>Pull over</p> <p>Attend to the child</p> <p>Ring the parent and return to the FDC venue</p>	Educator	Always
If a child falls asleep	Being left in the car	High	<p>Not leave the child in the car. Take the child out of the car when you stop</p> <p>Ensure you complete the headcount</p>	Educator	Always
If a parent is not there to receive a child	Being left alone	Low	<p>Ring the parent and let them know you are taking the child back to the FDC venue</p> <p>Take the child back to the FDC venue</p>	Educator	Always

The usual driver is away	The parents will not know who is driving their child and have not given permission	Low	The parents will sign a alternative driver form	Educator	Always
If a child has anaphylaxis and or asthma	May have an anaphylaxis incident or an asthma attack	Low	An anaphylaxis EpiPen and or asthma spray will be taken in the car every time that child is being transported including their health plan or action plan	Educator	Always
If there are any vulnerabilities e.g. Disability, behavioural or very young	May have needs that you can't help with while driving	Medium	If possible, have another adult in the car to help	Educator	Assess as needed
If the road is flooded	Swept away	High	Would turn the car around and not drive through the flooded water	Educator	Always
If there are a number of stops on the journey e.g. multiple schools	Children being left in the car unattended	high	Take all the children out of the car and walk the younger school children into the school ground. If no younger children watch the school children walk into the school grounds	Educator	Always
If there are a number of stops on the journey e.g. multiple pickups and drop off from homes	Children being left in the car unattended	high	Parents will walk children to and from the FDC car. The educator will always stay with the FDC car	Educator	Always

Walking outdoors	Sunburn	Moderate	<p>Make sure children have sunscreen applied 20 minutes before, hats on and drink water regularly</p> <p>Ensure children have sun safe clothing that provides protection</p> <p>If waiting for periods of time, choose a shaded area</p>	Educator	When outside
Walking around school	<p>Children may run away</p> <p>Children may access dangerous areas or equipment</p>	<p>Moderate</p> <p>Moderate</p>	<p>Children will hold hand of Educator, each other or travel in a secure pram</p> <p>Educator will supervise children at all times and ensure safe play</p>	Educator	At all times
Children being exposed to strangers	Children may be exposed to inappropriate language or behaviour	Moderate	<p>Ensure children are always supervised and kept together</p> <p>Children are educated about strangers and the danger that may present</p>	<p>Educator</p> <p>Educator</p>	<p>At all times</p> <p>At all times</p>

	Insignificant	Minor	Moderate	Major	Catastrophic	
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High